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**External Publication of Job Posting**

**50170493**

**Job Posting Title**

Senior Policy Officer, Partnerships Management and Coordination

**Start Date**

28.12.2016

**End Date**

28.01.2017

**Reference Code**

BCP017

**Job Title**

Senior Policy Officer, Partnerships Management and Coordination

**Organization**

Confronted with the growing number of requests from prospective Partners to establish new arrangements for cooperation with Africa through the AU, the Executive Council, at its 12th Ordinary Session held in Addis Ababa in January 2007, and further to a report submitted by the Commission, adopted decision EX.CL/Dec.397(XII) which, among other things, requested the AU Commission to deploy necessary efforts to develop a new type of partnership in order to maximize mutual benefits and to earmark resources in the budget

Accordingly, the African Union Commission in implementing this directive has developed relations with different international Partners in different regions of the world, particularly with India; China; South Korea; Countries of South America, the European Union; Turkey; League of Arab States; the Organization of Islamic Cooperation (OIC); Organization of American States (OAS); Commonwealth, la Francophonie, etc.

With the large number of existing Partnerships already in existence, and the growing number of those under consideration, as well those to be initiated, the Executive Council, at its 19th Ordinary Session held in Malabo in June 2011, adopted decision EX.CL/Dec.646(XIX) on Structural reforms. This decision requested the creation of the Division of Strategic Partnerships in the Office of the Chairperson of the Commission.

**Department**

Job Title: Senior Policy Officer, P3

Supervisor: Head, Partnerships Management and Coordination

Number of Posts : 3

Post Level: P3 step 1

Duty Station: Addis Ababa

### **Tasks**

Under the supervision of the Head, Partnerships Management and Coordination, the job-holder will be required to perform the following duties:

- Provide technical, management and intellectual support in the management of various partnerships;
- Engage in supervision and follow-up of the implementation of projects related to Africa's Strategic Partnership;
- Ensure that the overall Partners programmes and funds are well managed, with the effective and efficient control of the utilization of funds for the intended purpose;
- Identify areas of concern and make recommendations to the Head of Division for corrective or further future actions.
- Generate and compile accurate and timely report for the PRC Sub-Committee on Multilateral Cooperation and the AU Commission's internal use and take responsibility in preparing necessary documentation for the work of the PRC and the Sub Committee on Multilateral Cooperation;
- Serve as a central source of Partners Funds information for the Division with regular oral and written reports.
- Ensure Partnerships' information data update and related information through the AUC website, in a close collaboration with the Communication and Information Department.
- Review the effectiveness of the Partners' support provided to the AU and identify good practices to strengthen the AU cooperation with Partners.
- Make proposals on how to streamline and specialize the areas of cooperation with Partners;
- Maintain and update Partnerships contact, and follow up with emerging issues in that regard;
- Identify and promote potential areas of multilateral cooperation with new Partnerships.
- Participate in the negotiation of Partnerships including review of Plan of Action;
- Ensure implementation of large-scale, long-term initiatives related to Strategic Partnerships;

Support the organization of thematic networks, consultations and meetings on development cooperation and international relations.

- Participate in all the relevant coordination meetings related to Africa's Strategic Partnership and submits reports.
- Ensure that the budgets of the PMCD are timely prepared and submitted to relevant bodies;
- Prepare annual work plan for the PMCD;

- Perform any other duties assigned by the supervisor.

## **Requirements**

### 1. Qualifications and Experience Required

- A least a Master's degree (or its equivalent) in International Finance, International Economics, International Business Administration, International Finance or any other relevant discipline.
- Preferably a minimum of eight (8) years of relevant and practical experience in International Cooperation/Programme Development and Strategic Planning, of which five years should have in a managerial position.
- Strong knowledge and understanding of Programme Management Cycle (PMC).
- Ability to work as a team player with excellent interpersonal and negotiation skills.
- Ability to work with limited supervision;
- Capacity to work under pressure in a multicultural environment;
- Working flexible hours to engage Partners in multiple time zones
- Competence in the use of standard Microsoft office application (Word, Excel and PowerPoint).
- Mastery (spoken and written) of at least two AU working languages. Knowledge of more than one AU working language will be an added advantage.

### 2. Language requirement

Proficiency in one of the AU working languages (English, French, Arabic and Portuguese) is a must. Knowledge of one or all of the other working languages would be an added advantage.

### 3. Tenure of Appointment

The appointment will be made on a fixed term contract for a period of three (3) years, of which the first twelve months will be considered a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance.

### 4. Gender Mainstreaming

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

### 5. Remuneration

Indicative basic salary of US \$35,300.00 per annum (P3 Step1) plus other related entitlements e.g. Post Adjustment (46% of basic salary), Housing allowance (\$14,414.40 per annum), education allowance (75% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$7,800.00 per child per annum for internationally recruited staff and other allowances in accordance to the African Union Staff Regulations and Rules governing the employment of International Civil Servants of the Union.

### 6. Least Representative Countries

Candidates from the following least represented countries are encouraged to apply: Eritria, Central African

Republic, Cape Verde, Comoros, Congo (DRC), Djibouti, Equatorial Guinea, Liberia, Mauritania, Namibia, Sahrawi Arab Republic, Sao Tome and Principe, Seychelles and Somalia.

## 7. Application

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 28 January 2017.

Directorate of Administration and Human Resources Management

African Union Commission

Addis Ababa (Ethiopia)

P.O. Box 3243

Fax: 00251-11-5525840/5510430

E-mail: [au-recruits@africa-union.org](mailto:au-recruits@africa-union.org)

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

### ***Contract Type***

Regular (Long Duration)

### ***Employment Fraction***

Full-time

### ***Branch***

Headquarters